

Coordinated Review Effort

School Data

1st Review: NSLP () SBP ()

Follow-Up: NSLP () SBP ()

SFA:		Date of Review:	
School:			
Address:			
Name/Title of Person(s) Interviewed:			
Reviewer(s):			
1. Type of School: (check all that apply) <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Charter <input type="checkbox"/> Regular <input type="checkbox"/> Boarding <input type="checkbox"/> RCCI <input type="checkbox"/> Other _____ <input type="checkbox"/> Pricing _____ <input type="checkbox"/> Non Pricing <input type="checkbox"/> Closed Campus <input type="checkbox"/> Open Campus <input type="checkbox"/> Traditional Schedule # of Days per week () <input type="checkbox"/> Year Round Schedule <input type="checkbox"/> Single-Track () Multi-Track Number of Tracks () <input type="checkbox"/> Special Assistance Provision () 1 () 2 () 3 <input type="checkbox"/> Community Eligibility Provision (CEP) <input type="checkbox"/> Base Year		2a. Type of meal service: (check all that apply) <input type="checkbox"/> On Site Preparation <input type="checkbox"/> Base/Central Kitchen <input type="checkbox"/> Pre-packaged Satellite <input type="checkbox"/> Bulk Satellite b. Program: (check all that apply) <input type="checkbox"/> NSLP () SBP () SMP () SSO () ASCP c. () Food Service Management Company () Vended Name: _____	
	LUNCH	BREAKFAST N/A ()	COMMENTS
3. Grades Participating:			
4. Total Students with Access:			
5. Average Daily Attendance Factor:	() L () S () N	() L () S () N	
6. Review Period/ Number of Serving Days:			
7. Offer Vs. Serve:	<input type="checkbox"/> Y <input type="checkbox"/> N If yes, Number of Meal Components _____	<input type="checkbox"/> Y <input type="checkbox"/> N If yes, Number of Meal Components: _____	
8. A La Carte Available:	() Y () N	() Y () N	
9. Serving Times:			
10. Meals Served In:	<input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Outdoors <input type="checkbox"/> Other (describe in comments)	<input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Outdoors <input type="checkbox"/> Other (describe in comments)	
11. Number of Points where Meal Counts are Taken:			

Day of Review:	LUNCH				BREAKFAST N/A ()				
12. Reviewer's Count of Eligible Students Based on the LEA's Determination:	Free (F) _____ Reduced (R) _____ Paid (P) _____				F _____ R _____ P _____				
13. School's Combined Counts for the Day of Review:		___ Reviewer's Counts for the Day of Review:				= Difference +/-			
LUNCH	BREAKFAST N/A ()	LUNCH	BREAKFAST N/A ()	LUNCH	BREAKFAST N/A ()	LUNCH	BREAKFAST N/A ()	BREAKFAST N/A ()	
F	F	—	—	=	=	=	=	=	
R	R	—	—	=	=	=	=	=	
P	P	—	—	=	=	=	=	=	
14. School's Reported Counts for the Review Period:		SFA Claim for this School for the Review Period:		___ Reviewer's Validation		= Difference +/-			
	LUNCH	BREAKFAST N/A ()	LUNCH	BREAKFAST N/A ()	LUNCH	BREAKFAST N/A ()	LUNCH	BREAKFAST N/A ()	
F					—	—	=	=	
R					—	—	=	=	
P					—	—	=	=	
T					—	—	=	=	
			LUNCH			BREAKFAST N/A ()			
15. ADP Factor If Needed: Validated ÷ Serving Days ÷ Eligible Students			Free			Free			
			Reduced			Reduced			
			Paid			Paid			
			LUNCH		BREAKFAST N/A ()		COMMENTS		
16. Day of Review Number of Ineligible and/or Second Meals Counted:									
17. Meals Served with PS2 Errors*:									
			LUNCH		BREAKFAST N/A ()				
			Observed	Incomplete	Observed	Incomplete			
18. Day of Review Meals with PS2 errors*:									

A PS2 error is defined as a meal missing required components and/or repeated violations of vegetable sub groups, milk types, and at the State agency's discretion, whole grain-rich products, food quantities, and dietary specifications (calories, saturated fat, sodium and *trans* fat).

INSTRUCTIONS FOR SCHOOL DATA FORM (S-1)

Designate check [✓] the type of administrative review being conducted: 1st review or follow-up, NSLP or SBP. Use two sets of forms, one for each program.

1. Indicate the type of school by checking [✓] as many categories as apply. If a Special Assistance Provision 1 in both the first and second years. If the review is being conducted in a Special Assistance Provision 2/3 school in the Base Year, check [✓] Special Assistance Provision 1 and, Provision 2/3 for the Provision being utilized. Also, check [✓] Base Year and continue with this form. If a non-base year, use the Provision 2 or Provision 3, S-1 Data Sheet, through S-8, Other Meal Claim Errors, which are designed specifically for reviews of Provision 2 and Provision 3 schools.
- 2a. Check [✓] all types of meal service which apply to this individual school for both breakfast and lunch meal service.
- b. Check [✓] all Child Nutrition Programs that are offered at this school, i.e., National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Seamless Summer Option (SSO), and/or Afterschool Snack Care Program (ASCP).
- c. Check [✓] if meal service is provided by a food service management company or meals are vended and enter the name(s) of the company(ies).
3. Enter the grades from all schools which participate in the SBP/NSLP at this school. For example, if kindergarten children attend the school but do not have access to the SBP/NSLP, this grade must be excluded from the grades that participate in the SBP/NSLP.
4. Enter the total number of students who have access to the SBP/NSLP at this school. For example, if kindergarten children attend the school but do not have access to the SBP/NSLP, these children must be excluded from the number of children that have access to the SBP/NSLP. This figure should encompass the time period for the review period. If this number is not available, use the number which is most representative of the review period. For schools on Year Round Multi-track Schedules, enter only the number of students that had access during review period. If two or more tracks were in attendance for only part of the review period, the reviewer must obtain information for each of the time periods represented by the various tracks of students. Refer to the CRE Guidance for additional information about Year Round Schools.
5. Enter the Average Daily Attendance (ADA) factor for SBP/NSLP and check [✓] the source of the ADA factor, Local (L), State (S) or National (N). The local factor may be an attendance factor supplied by the SFA or one developed by the reviewer using local data. The reviewer should use the factor which provides the most accurate reflection of the actual attendance for the review period for this school. The attendance factor must be in decimal form rounded to three places.
6. Enter the review period (month and year) and number of serving days in the review period for both breakfast and lunch
7. Indicate whether the school implements Offer versus Serve for both breakfast and lunch. If YES, enter the number of required food items/components for a reimbursable meal.
8. Indicate whether the school has a la carte service available for both breakfast and lunch.
9. Record the time(s) when the breakfast and lunch service begins and ends.
10. Indicate each location where breakfasts and lunches are served. If OTHER, describe the location or setting in the comments section.
11. Enter the number of points where meal counts are taken for both breakfast and lunch.
12. For the Day of Review, record the number of students eligible for free and reduced price meals, during the review period as the Local Education Agency (LEA) originally approved them, including all direct certification, homeless, migrant, runaway youth, foster care, Head Start and Even Start. Do not adjust the count to compensate for applications that the LEA approved incorrectly. (Refer to Instructions for S-2, 201a and CRE Guidance, Critical Areas). Determine the number of paid eligible students by subtracting the free and reduced eligible counts from the Total Number of Students with Access to the SBP/NSLP recorded in S-1, 4. For schools on Year Round Multi-track Schedules, it may be necessary to count the students on applications, direct certification and other eligibility documentation for more than one segment of the review period, e.g., Tracks A and B are in sessions October 1 through 31, Track C, October 1 through 19, and Track D, October 24 through 31. Count of eligible students must be taken for Tracks A, B, and C for October 1 through 19, and Tracks A, B, and D for October 24 through 31.
13. Enter the school's counts and reviewer's counts for the day of review. (Refer to Instructions for S-3, 302a.) Calculate and record the difference. Differences with a positive (+) sign indicate an overclaim; those with a negative (-) sign indicate an underclaim.

INSTRUCTIONS FOR School Data Form (S-1) (continued)

14. Enter the school's counts, the SFA's claim for the school and the reviewer's validated counts for the review period. (Refer to Instructions for S-4, 405a.) Calculate the record the difference between the SFA's claim and the reviewer's validated counts.
15. Calculate the Average Daily Participation (ADP) factor. Divide the Reviewer's Validation by category recorded in S-1, 14, by the serving days recorded in S-1, 6. Divide this number by the Reviewer's Count of Eligible Students recorded in S-1, 12. Round the participation factors obtained to three decimal places.
16. Record the number of meals served to ineligible and/or second meals counted on the day of the review. (Refer to Instructions for S-3, 301a.)
17. Record the total number of incomplete meals resulting from PS2 Errors. *A PS2 error is defined as a meal missing required components and/or repeated violations of vegetable sub-groups, milk types, whole grain-rich products, food quantities, and dietary specifications (calories, saturated fat, sodium and *trans* fat). If the menu is missing one or more components, or contains *repeated violations* for vegetable subgroups or milk type, all meals served from that menu cannot be claimed and must be recorded in S-1, 17, Total Meals with PS2 ERRORS. If food runs out during the meal service, count the number of meals with PS2 errors as a result of inadequate menu planning and/or preparation and record in S-1, 17. (Refer to Instructions for S-3, 304c.). The State agency has the discretion to take fiscal action against meals that do not meet food quantity, whole grain-rich products, and dietary specifications provided that technical assistance and corrective action has taken place.
18. Record the total number of meals observed. This should include the number of complete and incomplete meals. Separately record the number of incomplete meals resulting from students not taking the number of components as required. In this case, the student was given an opportunity to select a reimbursable meal, but elected not to take it, and the meal was recorded as reimbursable at the point of service. (Refer to Instructions for S-3, 305c.)

SFA:		School:		
REVIEW AREAS	YES	NO	N/A	COMMENTS
Performance Standard 1 Eligibility Certification Applications and Direct Certification 201a. Review of applications included: _____ All applications; or _____ A statistically valid sample. b. Were all applications approved correctly for this school? c. Were all direct certification, homeless, migrant, runaway youth, foster care, Head Start and Even Start eligibles correctly certified for this school? If NO to b. or c., explain. Record errors on the Certification and Benefit Issuance Error Worksheet, S-5.				
Benefit Issuance 202a. Did the review of 10% of the names on the benefit issuance document result in a 5% or greater error rate? b. If YES, additional review included: _____ All names on the benefit issuance document; or _____ A statistically valid sample of names on the benefit issuance document. Record errors on the Certification and Benefit Issuance Error Worksheet, S-5.				_____ Names on Benefit Issuance Document x 10% (.10) = _____ Names to Review. _____ Number of Names in Error ÷ _____ Number of Names Reviewed = . _____ x 100 = _____ %.
Updating Eligibility 203. Were changes in eligibility status increased no later than 3 operating days and decreased no later than 10 operating days from the final decision? Record errors on the Certification and Benefit Issuance Error Worksheet, S-5.				

ELIGIBILITY CERTIFICATION

- 201a. Obtain all of the eligibility documentation (applications, direct certification, homeless, migrant, runaway youth, foster care, Head Start and Even Start) for those students who had access to the SBP/NSLP during the review period. Count the number of students approved for free and reduced price meal benefits for the review period as made by the Local Education Agency (LEA). If there is no date on the application, direct certification or other eligibility documentation, consider it a valid application for the review period. Record this information on S-1, 12. Indicate if all applications or a statistically valid sample are reviewed. If using a statistically valid sample, follow the instructions for statistical sampling procedures in the CRE Guidance, Statistical Sampling, and retain documentation.
- b. Review and evaluate eligibility determinations for completeness and accuracy. Indicate if the application approval process is implemented correctly. Answer YES, if all applications are approved correctly. If any errors are noted, answer NO and explain in the Comments section. Record all discrepancies on the Certification and Benefit Issuance Error Worksheet, S-5.
- c. Indicate if the direct certification and other eligibility determinations are correct. If direct certification and other eligibility documentation does not contain the required information, record the students as miscategorized on the Certification and Benefit Issuance Error Worksheet, S-5. If any errors are noted, answer NO and explain in the Comments section.
- 202a. Test the system of benefit issuance, e.g., tickets, rosters, tokens by comparing a minimum of every 10th name listed as approved for free or reduced price meal benefits shown on benefit issuance documentation to the eligibility determinations. If more than 10% of the names are reviewed, record the procedure used to select the names in the Comments section. Complete the chart in the Comments section to determine the error rate. Enter the number of free and reduced price students listed on the benefit issuance document and multiply by 10% (.10) to determine the number of names to review. Round to the nearest whole number. Enter the number of students listed incorrectly on the benefit issuance document and divide by the number of names reviewed. Carry to 4 places beyond the decimal, round to 3 places beyond the decimal and multiply by 100 (example: $.0875 = .088 = 8.8\%$) to determine the percent in error, i.e. the error rate.
- b. If 5% or more of the names are in error, indicate if the additional review included either all remaining names on benefit issuance documentation, or a statistically valid sample. If using a statistically valid sample, follow the instructions for statistical sampling procedures in the CRE Guidance, Statistical Sampling, and retain documentation. Record all discrepancies on the Certification and Benefit Issuance Error Worksheet, S-5.
203. Determine if there were changes in eligibility as a result of verification or resubmitted applications during the review period. If changes were required and not made within the required timeframes, answer NO. If there were no changes, check [☒] N/A and indicate if the LEA has established procedures in place to update eligibility by the required timeframes. Record all discrepancies on the Certification and Benefit Issuance Error Worksheet, S-5.

SFA:		School:		
REVIEW AREAS	YES	NO	N/A	COMMENTS
Day of Review Performance Standard 1 Counting and Claiming 301a. Does each type of food service line as observed on the day of review provide an accurate count by eligibility category at the point of service (or approved alternate)? b. If NO, describe the problem and indicate why the problem was: ___ Non systemic ___ Systemic *				
302a. Were the meal count totals by category correctly combined and recorded? b. If NO, describe the problem and indicate why the problem was: ___ Non systemic ___ Systemic *				
303a. Is fiscal action needed for problems identified in 301. and/or 302? b. If NO, describe reasons.				

* Response results in PS 1 Violation. Record NO on SFA-1, 4.

INSTRUCTIONS FOR S-3a

DAY OF REVIEW

- 301a. Observe and indicate whether an accurate count of reimbursable meals by eligibility category is taken at the point of service or an approved alternate. To answer YES, the system must be based on an actual count of students served by category and must consistently yield correct results. A NO answer is needed when an accurate count of meals by category is not observed. If second meals or meals served to ineligible students were observed, answer NO and record in School Data, S-1, 15.
- b. If 301a is answered NO, investigate the problem to determine if the causes are non-systemic or systemic. Describe why the problem was non-systemic or systemic and the fiscal and corrective action recommended. When the reviewer is unable to identify the actual number of reimbursable meals incorrectly claimed and there is no accurate count by eligibility category, the fiscal action required is recalculation of the meal counts. A Systemic problem (*) results in a Performance Standard 1 violation for this school.
- 302a. Observe how the meal counts by category are obtained from each point of service and combined for the total meal count by category for the school. Record the School's Combined Counts for the Day of Review on S-1, 13. Validate the meal counts by type and record as Reviewer's Counts for the Day of Review on S-1, 13. Calculate the differences to determine if the procedures used by the school were accurate. If there were differences between the school's combined counts and the reviewer's combined counts, the question must be answered NO.
- b. Investigate to determine if the causes are non-systemic or systemic. Describe why the problem was non-systemic or systemic and the fiscal and corrective action recommended. When the reviewer is unable to identify the actual number of meals incorrectly claimed and there is no accurate count by eligibility category, the fiscal action required is recalculation of the meal counts. A Systemic problem (*) results in a Performance Standard 1 violation for this school.
- 303a. Indicate if fiscal action is needed based on the problems identified in 301 and 302. If there are no problems, answer NA. (For additional information, refer to the CRE Guidance, Critical Areas.)
- b. If there are problems in 301 and/or 302 and fiscal action is not necessary, explain why in the Comments section. If a systemic problem is identified in 301 or 302 which results in fiscal action, it will be necessary to obtain information from Claims for Reimbursement for all affected claiming periods. Record information from other claiming periods on Other Meal Claim Errors - Fiscal Action Required, S-8.

SFA:		School:		
REVIEW AREAS	YES	NO	N/A	COMMENTS
Performance Standard 2 Day of Review Menus <i>To answer the questions below, State agencies must use the FNS Certification Tool (or an FNS-approved certification tool) in conjunction with the FNS Validation Review Checklist, (Table 1, or similar table) written menu (s), production records, weighted nutrient analysis, and other supporting documentation to determine compliance with the daily/weekly meal pattern requirements including portion sizes.</i>				
304a. Were all required meal components available to all students participating in NSLP/SBP (210.10 and 220.8)?				
b. If NO, explain.*				
c. Record the number of meals with PS2 Errors on School Data, S-1, 17 and School Worksheet for PS2 ERRORS*. S-7.				
305a. Did all observed meals claimed for reimbursement contain the required number of meal components?				
b. If NO, explain.				
c. Record number observed and incomplete on School Data, S-1, 18.				

Performance Standard 2 Day of Review Menus

To answer the questions in this section, State agencies must use the FNS Certification Tool (or an FNS-approved certification tool) in conjunction with the FNS Validation Review Checklist, (Table 1, or similar table) written menu (s), production records, weighted nutrient analysis, and other supporting documentation to determine compliance with the daily/weekly meal pattern requirements including portion sizes.

A PS2 error is defined as a meal missing required components and/or repeated violations of vegetable sub groups, milk types, and at the State agency's discretion, whole grain-rich products, food quantities, and dietary specifications (calories, saturated fat, sodium and trans fat).

- 304a. Prior to the meal service, evaluate if all required meal components (including vegetable subgroups, milk type, whole grain-rich products) are available and comply with the written menu, and/or other supporting documentation such as production records, standardized recipes, food labels, etc. The school should be advised and given the opportunity to add any missing meal component (s) before the meal is served. If the missing meal component (s) is added, answer YES but record the deficiency and technical assistance which was provided in the Comments section. The reviewer must observe that a sufficient number of /all meal components are available and comply with the written menu, and/or other supporting documentation throughout the meal service for each serving line. Indicate if all menu meal components are available. A NO answer is required if a meal component is not available.
- b. If the school did not have all the required meal components available on each service line, describe the problem in the Comments section.
- c. Determine the number of meals affected which are counted and reported incorrectly for reimbursement. Record the number of non-reimbursable meals on S-1, 17 and School Worksheet for PS2 ERRORS, S-7. If only one menu is offered, all meals are affected. If two or more menus are offered, refer to the CRE Guidance, Critical Areas, for further information.
- 305a. Observe and indicate if all meals counted for reimbursement contain the required number of meal components. If the reviewer observes one or more incomplete meals counted as reimbursable, a NO answer is required. Record the total number of meals observed. This should include the number of complete and incomplete meals. Separately record the number of incomplete meals resulting from students not taking the required meal and number of meal components required. In this case, the student was given an opportunity to select a reimbursable meal, but elected not to take it, and the meal was recorded as reimbursable at the point of service.
- b. If the school counted meals where the students did not take all the required meal components as reimbursable meals, describe the problem in the Comments section.
- c. Record the total number of meals observed and the number of incomplete meals counted as reimbursable on S-1, 18. Incomplete meals recorded in 304c must not be included in 305c.

COORDINATED REVIEW EFFORT

SCHOOL
CRITICAL AREAS OF REVIEW

SFA:	School:			
REVIEW AREAS	YES	NO	N/A	COMMENTS
Performance Standard 2 Day of Review Menus <i>To answer the questions below, State agencies must use the FNS Certification Tool (or an FNS-approved certification tool) in conjunction with the FNS Validation Review Checklist, (Table 1, or similar table) written menu (s), production records, weighted nutrient analysis, and other supporting documentation to determine compliance with the daily/weekly meal pattern requirements including portion sizes.</i>				
306a. Do offered portion sizes appear to meet the minimum amounts as planned or required for the day of review? b. If NO, do meal documentation records for the review period indicate that required quantities of food were available?				
307. If a variety of food is offered within a reimbursable meal, are all choices available to students eligible for free or reduced price meals? 308a. Was fluid milk available in at least two options throughout the serving period on all serving lines? b. Are only low-fat or fat-free milk choices offered? c. If flavored milk is offered, is it fat-free? d. If fluid milk substitutes are offered for non-disabled students with medical or special dietary needs, do the choices meet nutritional requirements in 210.10(d)(3) milk? 309. Is accurate information (i.e., signage) about choosing a reimbursable meal, including the required food items/meal components for a reimbursable meal under OVS, available at, or near, the beginning of each serving line? 310. Is offer vs serve properly implemented? 311. Review menus, production records, and supporting documentation to determine if menu changes/substitutions have been made and if the changes/substitutes were made, were these consistent with the meal pattern requirements.				

INSTRUCTIONS FOR S-3b (continued)

MENUS

To answer the questions, State agencies must use the FNS Certification Tool (or an FNS-approved certification tool) in conjunction with the FNS Validation Review Checklist, (Table 1, or similar table) written menu (s), production records, weighted nutrient analysis, and other supporting documentation to determine compliance with the daily/weekly meal pattern requirements including portion sizes.

- 306a. Determine the planned portion sizes for the day of review menu and observe all points of service to determine whether portion sizes served meet the planned quantities required.
 - b. If it appears that portion sizes do not meet the planned quantity requirements as served, review the school's documentation and procedures, such as production records and nutrient analysis records for the review period, to determine if it is a consistent practice.
- 307. Determine if there are a variety of food offered within a reimbursable meal and that all choices are available to children eligible for free or reduced price meals. Schools may establish different unit prices for each reimbursable meal offered provided that the benefits made available to children eligible for free or reduced price meals are not affected.
- 308 a. Determine if at least two different options of fluid milk are available throughout the meal service on all serving lines. All milk must be fat-free or low-fat. Milk with higher fat content is not allowed. Fat-free fluid milk may be flavored or unflavored, and low-fat fluid milk must be unflavored. Low fat or fat-free lactose-free and reduced-lactose fluid milk may also be offered.)
 - b. Determine if only low-fat or fat free milk choices are offered.
 - c. Determine if all flavored milk options offered are fat-free.
 - d. Determine if fluid milk substitutes offered for non-disabled students with medical or special dietary needs meet 210.10(d)(3).
- 309. Determine if accurate information (i.e., signage) about choosing a reimbursable meal, including the required food items/meal components for a reimbursable meal under OVS, is available at, or near, the beginning of each serving line.
- 310. If the school uses the offer versus serve provision, determine if it has been properly implemented.
- 311. Review menus, production records, and supporting documentation to determine if menu changes/substitutions have been made and if the change/substitutes were consistent with the meal pattern requirements.

SFA:		School:		
REVIEW AREAS	YES	NO	N/A	COMMENTS
Review Period Performance Standard 1-Counting & Claiming 401a. Are meal counts by category for the review period reasonable compared to meal counts for the day of review? b. If NO, obtain the school's explanation and record in the Comments section. c. Does this explanation describe an acceptable meal count system?				Day of Review Free _____ F _____ to _____ Reduced _____ R _____ to _____ Paid _____ P _____ to _____
402a. Were there any days when the free meals count exceeded the number of free eligible students? b. If YES, was an acceptable explanation available for each day?		*		
403a. Were there any days when the free meals count exceeded the number of attendance adjusted eligible students? b. If YES, was it 50% or more of the serving days? c. If YES, was there an acceptable explanation?		*		
404a. Were there patterns in the free, reduced or paid meal counts which appear questionable? If YES, obtain the school's explanation and record in the Comments section. b. After consideration of this explanation, do the patterns indicate questionable meal count practices?	*			
405a. Were the meal counts by category correctly used in the Claim for Reimbursement? b. If NO, explain and indicate why the problem was: _____Nonsystemic _____Systemic *				
406a. Is fiscal action needed for problems identified in 401 through 405? b. If NO, describe reasons				

INSTRUCTIONS FOR S-4a

REVIEW PERIOD

- 401a. Obtain a copy of the meal counts by category for each serving day of the review period and compare it to the day of review count. Record the school's meal counts by category for the day of review and for the lowest day and the highest day during the Review Period in the chart in the Comments section. This comparison should be made to the number of meals reported by the school, prior to any daily meal adjustments which may have been made by the SFA as a result of edit checks, etc. However, if the reviewer determined that a non-systemic error occurred in the school's day of review count, the validated counts on the day of review may be used. Evaluate the counts and indicate if unreasonable shifts occurred in the counts by category from the review month to the day of review. Optional Form O-4 can be used to record this information.
- b. If NO to 401a, obtain the school's explanation and record in the Comments section.
- c. Determine and indicate if the explanation describes an acceptable meal count system. A NO response (*) results in a Performance Standard 1 violation for this school.
- 402a. Determine and indicate if the school claimed more free meals on any day of the review period than the number of students eligible for free meals in S-1, 12. This determination should be made using the number of meals reported by the school, prior to any daily meal adjustments which may have been made by the SFA as a result of edit checks, etc.
- b. If YES, determine if there was an acceptable explanation for each day the free meals claimed was greater than the number of free eligible. Answer NA if there were no days where the free meal count exceeded the number of students eligible for free meals. A NO response (*) results in a Performance Standard 1 violation for this school.
- 403a. Determine whether there were any days in the review month where the free meal count exceeded the number of attendance adjusted free meal eligible students. To determine this, multiply the number of students eligible for free meals as determined in S-1, 12 by the attendance factor in S-1, 5. Round to the nearest whole number. Compare the number of free meals claimed each day of the review period to the number of attendance adjusted free eligible students.
- b. If YES, indicate if there were 50% or more of the serving days in the review period when free claims exceeded the number of attendance adjusted free eligible students. Answer NA if there were no days where the free meal count exceeded the number of attendance adjusted free students.
- c. If YES, determine if there was an acceptable explanation for each day the free meals claimed was greater than the number of attendance adjusted free eligible students. A NO response (*) results in a Performance Standard 1 violation for this school.
- 404a. Examine the patterns of the reported counts of free, reduced and paid meals for the review period and indicate if the counts are questionable for the population of students participating in the school's meal program.
- b. Indicate, after considering the explanation provided, if the patterns indicate questionable meal count practices. A YES response (*) results in a Performance Standard 1 violation for this school.
- 405a. Determine and indicate whether the SFA correctly used the counts by category in the Claim for Reimbursement. Part of this evaluation will depend on information obtained at the SFA level. Optional Form O-4 can be used to record this information. Record the school's reported meal counts by category and the SFA's claim for this school in S-1, 14. If the school submits one monthly claim period report, validate the entire month by summing the daily totals by category. (Record the results in S-1, 14.) If the school submits other than a monthly claim period report, validate one of the school's report submissions, i.e., daily, weekly, bi-weekly. Combine the validated count with the other reports for the review period and record the results in S-1, 14. If the validated count is different than the school reported count, investigate and determine if the SFA correctly claimed meal counts for the school. If the validated count is different from the SFA claim for this school, record the difference in S-1, 14. Answer YES if the validated count matches the SFA's claim for this school. If the reviewer's validated meal counts did not match the SFA's claimed meal counts, answer NO and describe the problem.
- b. Investigate to determine where the problem occurred and if the causes are nonsystemic or systemic. Describe why the problem was nonsystemic or systemic and the fiscal and corrective action recommended. A Systemic problem (*) results in a Performance Standard 1 violation for this school.
- 406a. If YES, describe the fiscal action to be taken including the time period covered. When the reviewer is unable to identify actual meals incorrectly claimed and there is an unacceptable meal count practice in the review month, recalculation is required. If a systemic problem is identified which results in fiscal action, obtain information from Claims for Reimbursement for all affected claiming periods. Record information from other claiming periods on Other Meal Claim Errors - Fiscal Action Required, S-8. Answer NA only when no problems were identified in 401 - 405.
- b. If there are problems in 401 - 405 and fiscal action is not necessary, explain why in the Comments section.

SFA:	School:			
REVIEW AREAS	YES	NO	N/A	Comments
Performance Standard 2 Review Period Menus 407a. Did menu records, weighted nutrient analysis and/or other supporting documentation for the review period indicate that all required items were offered, including vegetable sub-groups, milk types, and 100% whole grain-rich foods ? b. If NO, explain and record on the School Worksheet for PS2 ERRORS, S-7.				
408. Are minimum weekly requirements met for each age/grade group: a. Meat/Meat alternate? b. Grains? - Are 100% of grains offered as whole grain-rich products? c. Fruit? - Are half or less of the fruits offered throughout the week in the form of juice? d. Total vegetables/vegetable sub-groups - Dark green? - Red/orange? - Beans/peas? - Starchy? - Other? e. Are half or less of the vegetables offered throughout the week in the form of juice? 409. Do manufacturer's food labels, packaging, or bid specifications indicate zero grams of <i>trans</i> fat per serving? 410. Does the weighted nutrient analysis, averaged over one school week, indicate the content of meals are in compliance for: - Calories? - Saturated Fat? - Sodium?				

INSTRUCTIONS FOR S-4b

REVIEW PERIOD

- 407a. Obtain a copy of the menu records, weighted nutrient analysis and/or other supporting documentation such as production records, standardized recipes, food labels, etc. for the review period to determine if all required meal components were offered on each serving day of the review period.
- b. If a menu is missing required meal components, investigate to determine if the menu was used in other claiming periods and explain in the Comments section. Record the menu, missing meal components and other PS2 errors, and number of meals claimed for reimbursement that were affected for the review period on the School Worksheet for PS2 ERRORS, S-7. Record deficient menus and meal counts for other claiming periods on Other Meal Claim Errors - Fiscal Action Required, S-8. If the SFA uses a centralized menu, fiscal action and corrective action must be taken for all schools using the central menu, including those schools that were not reviewed.
- 408a-e. Review menus and determine if the minimum weekly requirements for each meal pattern component identified have been met for each week of the review period.
- 409. Review manufacturer's food labels, packaging, or bid specifications to determine compliance with zero grams of *trans* fat per serving.
- 410. Determine if the weighted nutrient analysis (averaged over one school week) indicates the content of meals are in compliance with the daily calorie, saturated fat, and sodium requirements. Completion of one weighted nutrient analysis for each age/grade group of one selected school for both NSLP and SBP, as applicable, is required.

[illegible]

If the application has missing information only, do not check any boxes under miscategorized.

COMMENTS:	# STUDENTS WITH PS 1 VIOLATIONS		CATEGORY / #	SERVING DAYS IN ERROR		
				REVIEW PERIOD	PRIOR FY	CURRENT FY
		FREE	1.	F → R /	3.	7.
F → D /				4.	8.	12.
REDUCED		2.	R → D /	5.	9.	13.
			R → F /	6.	10.	14.

INSTRUCTIONS FOR S-5

CERTIFICATION AND BENEFIT ISSUANCE ERROR WORKSHEET

Enter the student's name and the eligibility determination made by the LEA or school. If an error is identified for any student who has withdrawn within or after the review period from this school, indicate original determination of free, reduced, or denied.

Enter the start date of the error. This may be the application approval date or the date the infraction first occurred. If the date is not known, enter a dash (-) in the space and note the date of the 31st operating day for this school in the space provided. If the student is receiving meal benefits based on direct certification, homeless, migrant, runaway youth, foster care, Head Start or Even Start, check [✓] the DIR CT column.

The reviewer should check [✓] the appropriate column to indicate the type of missing information.

CH HH NM: CHILD/HOUSEHOLD NAME CS #: SNAP, TANF OR FDPIR CASE NUMBER INC AMT FRQ SRC: INCOME AMOUNT/FREQUENCY/SOURCE
SS #: LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER AD SIG: ADULT SIGNATURE

The reviewer should check [✓] the appropriate column to indicate the type of miscategorization error.

F/R: The school/SFA approved the application as free, but the reviewer determines it should be reduced.

F/D: The school/SFA approved the application as free, but the reviewer determines it should be denied.

R/D: The school/SFA approved the application as reduced, but the reviewer determines it should be denied.

R/F: The school/SFA approved the application as reduced, but the reviewer determines it should be free.

D/F: The school/SFA denied the application, but the reviewer determines it should be free.

D/R: The school/SFA denied the application, but the reviewer determines it should be reduced.

Determine the errors, which contribute to a PS 1 Violation. If the missing last four digits of an applicant's social security number or adult signature is obtained before the review is completed, do not count these errors as a PS 1 Violation. If other missing information is obtained before the review is completed, note the date corrected in the column provided. Enter in the PS 1 Violation column the category in which the student was claimed and the category in which the student should be claimed.

Enter the date and indicate when the application became Inactive (I) or Corrected (C).

In the review period column, enter the number of serving days the application was in error during the review period. Review Period means the period of time covered by the administrative review or follow-up. Fiscal year columns are available for use after corrective action is complete. Prior FY is the number of operating days in the current school year prior to October 1. Current FY includes operating days beginning with October 1 forward. The reviewer must obtain the number of serving days for each month the error(s) existed.

Count the number of students incorrectly receiving free benefits and reduced benefits and record each total in the boxes provided in the Number of Students with PS1 Violations column. The number of students with free meals claimed in error is obtained by adding the number of F→R and F→D entries in the Category/# column. The number of students with reduced meals claimed in error is obtained by adding the number of R→D and R→F entries in the Category/# column. Total students with Free and/or Reduced Price meals in error are consolidated in Blocks 1 and 2. The form provides for three levels of accuracy: 1. # of students with PS 1 violations without regard as to the # of serving days or actual meals taken; 2. # of serving days a student with an error was enrolled in the review period; and 3. actual number of meals taken by the student with an error, which is the most accurate, Blocks 3-14: Determine the number of serving days in error by category and record in blocks 3-14.

Check [✓] the error identified for students issued benefits for a category other than the one for which they were approved.

RED REC FRE: A student approved for reduced meals, but received free meals.

FRE REC RED: A student approved for free meals, but received reduced.

INELIG REC FRE: A student was ineligible for benefits or no application was on file, but received free meals.

INELIG REC RED: A student was ineligible for benefits or no application was on file, but received reduced price meals.

ELIG NO BEN FRE: A student eligible for free meals, but received no benefits.

ELIG NO BEN RED: A student eligible for reduced meals, but received no benefits.

COORDINATED REVIEW EFFORT

REVIEW OF ELIGIBILITY CERTIFICATION
FOR A PERIOD OTHER THAN THE REVIEW PERIOD

NA []
NSLP () SBP ()

SFA:	School:
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PART I. Check [✓] to indicate if the review was for all applications:

[] BACK TO THE BEGINNING OF THE SCHOOL YEAR

[] FOR THE DAY(S) THE REVIEW IS CONDUCTED

	A.	÷ B.	= C.	× D.	= E.
	Reviewer's Count of Eligible Students	LEA/School Count of Eligible Students	Adjustment Factor 0.000	LEA/School Count of Eligible Students for the Review Period	Enter on S-1, 12: Reviewer's Count of Eligible Students based on the LEA's Determination
Free					
Reduced					

If the review was of all applications FOR THE DAY(S) THE REVIEW IS CONDUCTED, is the Adjusted Count of Eligible Students for the Review Period, Column E, greater than the Reviewer's Count of Eligible Students, Column A?

FREE E > A [] YES [] NO

REDUCED E > A [] YES [] NO

PART II. PERFORMANCE STANDARD 1 – MEAL ERROR RATE DETERMINATION

Complete if review was for all applications FOR THE DAY(S) THE REVIEW IS CONDUCTED and E is greater than A for Free and/or Reduced. (YES has been checked [✓]).

	F.	÷ G.	= H.	× I.	= J.
	Adjusted Count of Eligible Students for the Review Period from Column E	Reviewer's Count of Eligible Students from Column A	Adjustment Factor 0.000	From S-6: Product of Line 1 & 2 OR From S-5: Actual Meals in error Lines 3 + 4 and 5 + 6	Enter on S-6, Line 3: Maximum Number of Meals for Students with Errors Contributing to a PS 1 Violation
Free					
Reduced					

INSTRUCTIONS FOR S-5a

REVIEW OF ELIGIBILITY CERTIFICATION FOR A PERIOD OTHER THAN THE REVIEW PERIOD

PART I. If the review of eligibility certification was done for a period other than the review period, PART I must be completed to determine S-1, 12, Reviewer's Count of Eligible Students Based on the LEA's Determination.

Check [☐] to indicate if the review was of all applications back to the beginning of the school year or for the day(s) the review is conducted.

- A. Count and record the number of students listed on all applications for the period of time indicated.
- B. Record the number of students which the LEA/school has documented as eligible for the period of time indicated. If BACK TO THE BEGINNING OF THE SCHOOL YEAR, the LEA/school must have kept a cumulative total of the number of free and reduced price students approved for meal benefits to date. If the review of applications is FOR THE DAY(S) THE REVIEW IS CONDUCTED, the LEA/school must have a record of the number of free and reduced price students eligible for the day(s) of review.
- C. Divide (A), Reviewer's Count of Eligible Students, by (B), LEA/School Count of Eligible Students. Round to three (3) places beyond the decimal point and enter in (C), Adjustment Factor. ($C = A \div B$).
- D. Obtain the LEA/School Count of Eligible Students for the Review Period and record in Column D.
- E. Multiply (C), Adjustment Factor by (D), LEA/School Count of Eligible Students for the Review Period. Round to the nearest whole number and record in (E) as the Adjusted Count of Eligible Students for the Review Period. ($E = C \times D$). Record on S-1, 12 as the Reviewer's Count of Eligible Students Based on the LEA's Determination.

If the review was of all applications FOR THE DAY(S) THE REVIEW IS CONDUCTED, compare the Adjusted Count for the Review Period, (E), to the Reviewer's Count of Eligible Students Based on the LEA's Determination, (A), for each category, free and reduced.

If (E) is greater than (A) for Free and/or Reduced, check [☐], YES.

PERFORMANCE STANDARD 1 – MEAL ERROR RATE DETERMINATION

PART II. If the review was of all applications BACK TO THE BEGINNING OF THE SCHOOL YEAR, do not Complete PART II. Complete S-6 according to the instructions given for the S-6.

If the review was of all applications FOR THE DAY(S) THE REVIEW IS CONDUCTED and (E) is greater than (A) for Free and/or Reduced, (YES is checked [☐] for Free and/or Reduced), complete PART II to determine the Maximum Number of Meals for Students with Errors Contributing to a PS 1 Violation, S-6, Line 3, for the category(ies) where YES is checked [☐]. If (E) is less than (A) for Free and/or Reduced, (NO is checked [☐] for Free and/or Reduced), do not complete Part II for the category(ies) where NO is checked [☐]. Complete S-6 according to the instructions given for S-6.

- F. Enter the Adjusted Count of Eligible Students for the Review Period from (E)
- G. Enter the Reviewer's Count of Eligible Students from (A).
- H. Divide (F), Adjusted Count of Eligible Students for the Review Period, by (G), Reviewer's Count of Eligible Students. Round to three (3) places beyond the decimal point and enter in (H), Adjustment Factor. ($H = F \div G$).
- I. If the Estimate column is being done on S-6, complete Lines 1 and 2 as directed in the instructions for S-6 and record the product of Lines 1 and 2 in (I). If the Actual column is being done on S-6, enter the actual number of meals in error from S-5, 3 + 4 and/or 5 + 6 in (I).
- J. Multiply (H), Adjustment Factor by the number in (I). Round to the nearest whole number and enter the product in (J). ($J = H \times I$). The number recorded in (J) must be recorded on S-6, Line 3: Maximum Number of Meals for Students with Errors Contributing to a PS 1 Violation.

Complete the remaining steps on Performance Standard 1 - Meal Error Rate Determination, S-6 according to the instructions given for S-6.

PERFORMANCE STANDARD 1 - MEAL ERROR RATE DETERMINATION

NA []

SFA:	School:
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Applications Reviewed: All [] Sample []				
	Estimate		Actual	
	Free	Reduced	Free	Reduced
1. Total number of students with errors contributing to a PS 1 violation.	From S-5, 1	From S-5, 2		
2. Number of serving days in review period from S-1, 6.	X	X		
3. Maximum number of meals for students with errors contributing to a PS 1 violation.	=	=	From S-5, 3+4	From S-5, 5+6
4. Average daily participation factor from S-1, 16.	X	X	X	X
5. Adjusted number of meals incorrectly claimed.	=	=	=	=
6. Adjusted number of free <u>plus</u> reduced price meals incorrectly claimed.				
7. Total number of free <u>plus</u> reduced price meals validated for the review period from S-1, 15.	÷		÷	
8. Percent of meals claimed incorrectly for this school.	X 100 =		X 100 =	

INSTRUCTIONS FOR S-6

PERFORMANCE STANDARD 1 - MEAL ERROR RATE DETERMINATION

Complete the estimate or actual column if any eligibility certification, benefit issuance or updating eligibility errors are identified and recorded on S-5.

ESTIMATE: Use of the estimate procedure provides an immediate meal error rate with a minimal amount of calculation. It is not necessary to count the number of serving days for each student in error to use the estimate procedure.

1. Using the information from S-5, 1 enter the total number of free students identified with a PS 1 Violation. From S-5, 2 enter the total number of reduced price students with a PS 1 Violation.
2. Enter the number of serving days in the review period from S-1, 6. Multiply the number of serving days times the number of free and reduced price students with a PS 1 Violation.
3. Enter the product of line 1 x line 2. This is the maximum number of meals in the review period for students with PS 1 Violations. Add the number of free and reduced price meals and enter in the column, Number of Meals Claimed Incorrectly on SFA-1, 4.
4. Enter the average daily participation factors from S-1, 15. Use the appropriate free and reduced factors in the corresponding column, free or reduced. Multiply the ADP factor times the total number of serving days in the review period with eligibility certification, benefit issuance and updating eligibility errors.
5. Enter the product of line 3 x line 4. This is the adjusted number of meals incorrectly claimed.
6. Add the adjusted number of free meals and the adjusted number of reduced price meals. Record the sum of these numbers.
7. From S-1, 14 (Reviewer Validation) enter the total free plus reduced price meals.
8. Divide the adjusted number of free plus reduced price meals incorrectly claimed (6) by the total number of free plus reduced price meals validated for the review period (7). Carry to 4 places beyond the decimal, round to 3 places beyond the decimal and multiply by 100. (example: $.0875 = .088 = 8.8\%$). Record the percent of meals claimed incorrectly for this school in S-6, 8 and on SFA-1, 4. Do not round 9.95 through 9.99 to 10.0.

ACTUAL: The actual procedure is used when the reviewer can determine the number of serving days the students with errors were enrolled during the review period or the actual number of meals taken by the students with errors.

Applications in which corrective action has been taken on missing Social Security numbers and adult signatures should not be included in the calculations.

3. Using the information from S-5, 3 and 4 (F→R plus F→D), enter the maximum number of meals in error for the review period in the free column. Follow the same procedure for reduced using S-5, 5 and 6. If the actual number of meals for each student is obtained from source documentation, leave blank.
4. Enter the average daily participation factors from S-1, 15. Use the appropriate free and reduced ADP factors in the corresponding column, Free and Reduced. Multiply the ADP factor times the actual number of serving days in the review period with eligibility certification, benefit issuance and updating eligibility errors. If participation data is obtained for each student listed, enter the total meals in error by category on Line 5.
5. Enter the product of item 3 x item 4 or the total number of actual meals incorrectly claimed.
6. Add the number of free meals and the number of reduced price meals. Record the sum of these numbers in the column, Number of Meals Claimed Incorrectly on SFA-1, 4.
7. From S-1, 14 (Reviewer Validation) enter the total free plus reduced price meals.
8. Divide the number of free plus reduced price meals incorrectly claimed (6) by the total number of free plus reduced price meals validated for the review period (7). Carry to 4 places beyond the decimal, round to 3 places beyond the decimal and multiply by 100 (example: $.0875 = .088 = 8.8\%$). Record the percent of lunches claimed incorrectly for this school in S-6, 8 and on SFA-1, 4. Do not round 9.95 through 9.99 to 10.0.

SCHOOL WORKSHEET FOR MENUS with PS2 ERRORS

SFA:		School:					
Day of Review					NA []		
		Number of Meals with PS2 ERRORS By Category					
		1. Menu	2. Meal with PS2 Errors	3. Total	4. Free	5. Reduced	6. Paid

Review Period						NA []	
			Number of Meals with PS2 ERRORS By Category				
			7. Date	8. Menu	9. Meals with PS2 Errors	10. Total	11. Free
TOTAL							

INSTRUCTIONS FOR S-7

SCHOOL WORKSHEET FOR MENUS with PS2 ERRORS

This worksheet should be used to record information for the day of review and/or review period if a menu is identified which contain PS2 errors. **A PS2 error is defined as a meal missing required components and/or repeated violations of vegetable sub groups, milk types, and at the State agency's discretion, whole grain-rich products, food quantities, and dietary specifications (calories, saturated fat, sodium, and trans fat).*

DAY OF REVIEW: If the menu(s) for the day of review contained all required meal components for the entire meal service and no problems were noted, check [☒] NA.

If a menu with PS2 errors was identified at the beginning of the meal service or all meal components were not available throughout the entire meal service, complete the following:

1. Record the menu which contained PS2 error (s).
2. Record the missing meal component or other PS2 error.
3. Determine the number of meals counted as reimbursable which contained PS2 errors. Record the total number of meals which were affected.
- 4, 5, 6. If available, record the number of meals with PS2 errors by category: free, reduced and paid. If the information is not available, use the FA-7 sheet to determine the number of free, reduced, and paid meals with PS2 errors observed on the day of review.

Record the total meals affected by the PS2 errors on the day of review on S-1, 17.

REVIEW PERIOD: If menus for the review period indicate that all required meal components (including vegetable sub groups, milk types, and whole grain-rich products) were available, check [☒] NA.

If one or more menus were identified which did not contain all of the required meal components (including vegetable subgroups, milk types, and whole grain-rich products), complete the following:

7. Enter the date of the menu with PS2 errors.
8. Record the menu with PS2 errors.
9. Record the missing meal component or other PS2 error.
10. Determine the total number of meals claimed as reimbursable which contained PS2 errors.
- 11, 12, 13. If available, record the number of meals claimed as reimbursable which contained PS2 errors by category: free, reduced and paid. If the information is not available, use the FA-7 sheet to determine the number of free, reduced, and paid meals which contained PS2 errors identified in the review period.

OTHER MEAL CLAIM ERRORS - FISCAL ACTION REQUIRED

NA []

SFA:	School:
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			Number of Meals			
A.	B.	C.	D.		E.	F.
SFA or School	Claim Period	Describe Type of Error	SFA or School Data		— Reviewer's Data	= Difference + or -
			F		—	=
			R		—	=
			P		—	=
			F		—	=
			R		—	=
			P		—	=
			F		—	=
			R		—	=
			P		—	=
			F		—	=
			R		—	=
			P		—	=
			F		—	=
			R		—	=
			P		—	=
			F		—	=
			R		—	=
			P		—	=
			F		—	=
			R		—	=
			P		—	=
			F		—	=
			R		—	=
			P		—	=
			F		—	=
			R		—	=
			P		—	=
			F		—	=
			R		—	=
			P		—	=

INSTRUCTIONS FOR S-8

OTHER MEAL CLAIM ERRORS - FISCAL ACTION REQUIRED

All errors identified during the review must be corrected. Record all identified errors which occurred in other claim periods or review period errors, not previously recorded. These errors do not contribute to the PS 1 Violation threshold, but are subject to fiscal action.

1. Check [✓] NA if errors were not identified in other claim periods.
2. SFA, School - If the form is being used to record only SFA errors, enter NA for the school. If used to record school errors, enter school name.

COLUMN

- A. Identify where the error occurred. Enter SFA or S (school). For PS2 errors in schools that were not reviewed, record each school's meal counts separately or record the total for the SFA.
- B. Record the claim period affected by the error.
- C. Indicate the type of error, including date of error. Examples of the types of errors that must be recorded are listed in CRE Guidance, Critical Areas.
- D. Record the number of meals claimed for reimbursement by the SFA for the school. If the errors occurred at the SFA, enter the total number of meals claimed for reimbursement.
- E. Record the number of validated meal counts by category, when appropriate.
- F. Calculate the difference between column D and column E.